



WASHINGTON, DC

Visa Requirements SAO TOME & PRINCIPE

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- One completed and signed visa application form (see attached).
- One passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary.
- International Certificate of Vaccination for Yellow Fever.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.

NOTES:

For visa requests requiring 48 Hour processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	48 Hours	4 Business Days	10 Business Days
Tourist, Single Entry	\$75.00	\$75.00	\$65.00
Tourist, Multiple Entry	\$80.00	\$80.00	\$70.00
Business, Single Entry	\$90.00	\$90.00	\$85.00
Business, Multiple Entry	\$100.00	\$100.00	\$90.00

G3 Processing Fees

Visa Type	48 Hours	4 Business Days	10 Business Days
Tourist	\$105.00	\$80.00	\$60.00
Business	\$105.00	\$85.00	\$65.00
Flight Crew	\$105.00	\$85.00	\$65.00



VISAS & PASSPORTS

Traveler Information SAO TOME & PRINCIPE

Traveler Information

1. Traveler Name _____
Date of Birth _____

2. Traveler Name _____
Date of Birth _____

3. Traveler Name _____
Date of Birth _____

4. Traveler Name _____
Date of Birth _____

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Attention: _____

Company Name: _____

Street Address: _____

Apt. /Suite: _____

City: _____

State: _____ Zip Code: _____

Home Phone: _____

Office Phone: _____

Mobile Phone: _____

Fax Number: _____

Email: _____

Please provide your email address so we may contact you with shipping and status updates.

Special Notes or Instructions:

Send This Form and All Required Documents To:

G3 Washington, DC:
703.276.8472 Phone
888.883.8472 Toll Free
703.524.3374 Fax
info@g3visas.com

Visa Department
3300 N Fairfax Drive
Suite 220
Arlington, VA 22201

www.g3visas.com

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Travel Details

Date of US Departure: _____

I must have my passport no later than: _____

Other visas or passport services requested:

Return Shipping

Passports will be returned via Federal Express.

Select One:

- 3 Business Day Delivery \$15.50
- Overnight Delivery \$23.50
- 8 AM Delivery** \$75.00
- Saturday Delivery** \$38.50
- Same Day Delivery** Please Call
- International Delivery** Please Call

*** These services may not be available for all delivery locations.*

Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:

- Credit Card
- Check (company or certified)
- Established Corporate

Account # _____

Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	Total
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Shipping Fee	_____		= _____
		Subtotal:	_____
		Add 5% fee for credit card processing:	_____
		Total Payment Enclosed:	_____

For Payment Via Credit Card:

American Express, MasterCard and Visa only

Name as it appears on card: _____

Account Number: _____

Expiration Date: _____ Billing Zip Code: _____

Security Code: _____
(American Express: 4 digit code on front of card; MasterCard or Visa: 3 digit code on back of card.)

Cardholder Signature: _____



Embassy of São Tomé e Príncipe
1211 Connecticut Avenue, NW, Suite 300
Washington, DC 20036

**PEDIDO DE VISTO
VISA APPLICATION FORM**

Please complete the form in black ink. Check the boxes that apply and attach:

- ✓ Valid passport
- ✓ Two recent passport size pictures

TRANSIT	ORDINARY	WORK PERMIT	RESIDENT PERMIT
<i>TRÂNSITO</i>	<i>ORDINÁRIO</i>	<i>TRABALHO</i>	<i>FIXAÇÃO DE RESIDÊNCIA</i>



PERSONAL DETAILS

Dados Pessoais

1. Name: _____ 2. Surname: _____ 3. Sex: M F
Nome Apellido Sexo

4. Date of Birth (dd/mm/yy): _____ 5. Nationality: _____ 6. Nationality of Origin _____
Data de nascimento Nacionalidade Nacionalidade de origem

7. Place of Birth: _____ 8. Country of Birth: _____ 9. Other nationalities: _____
Local de nascimento Pais onde nasceu Outras nacionalidades

10. Father's name: _____ 11. Mother's name: _____
Nome do pai Nome da mãe

12. Marital status: Single Married Separate Divorced Widowed
Estado civil Solteiro(a) Casado(a) Separado(a) Divorciado(a) Viúvo(a)

13. Mailing address: _____ Tel.: _____
Endereço fixo Tel

14. Trade or Profession: _____ 15. Employer: _____
Ocupação ou profissão Entidade patronal

16. Office/Employer's address: _____ Tel: _____
Escritório/Endereço da entidade patronal Tel

17. Individual traveling with: _____
Pessoas que o(a) acompanham

18. Person, company or Institution to be contacted in São Tomé: _____
Pessoa, companhia ou instituição a contactar em São Tomé

19. Name of persons who can provide information: (Name of references, address and nationality phone/fax) _____
Nome da pessoa que pode fornecer informações

Intended length of stay in São Tomé _____
Período de permanência em São Tomé

PASSPORT INFORMATION

Informação sobre o passaporte

20. Ordinary passport _____ Diplomatic/Official passport _____ Other document: _____ Passport No. _____
Passaporte ordinário Passaporte diplomático/oficial Outro documento No. do passaporte

21. Name of issuing authority _____ 22. Issue date (dd/mm/yy): _____ 23. Valid until (dd/mm/yy): _____
Nome da entidade emissora Data de emissão Validade

Signed _____

Date _____

Note/Comments _____

FOR OFFICIAL USE ONLY:

Pagou: Cheque No. Cash
No. do Visto:
Data:
Parecer dos Serviços Consulares

O Encarregado para os Assuntos Consulares

Sample Business Letter from U.S. Company

*****Please print your business letter on company stationery*****

June 1, 2009

Consulate General of *(Country you are traveling to)*

Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) is planning a business trip to (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Overseas Company Name

Street Address

City, Country Zip code

Telephone number

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)

Senior Vice President

East Coast Promotions, Inc.

Sample Business Letter For Flight Crew

*****Please print your business letter on company stationery*****

June 15, 2009

Consulate General of **(Country you are traveling to)**
Consular Section

To Whom It May Concern:

Please be advised that the below listed individuals are applying for **Flight Crew** visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of *(name of your flight department)*

Pilots: Primary Captain(s):
Backup(s):

First Officer Primary:
Backup:

Flight Attendant Primary:

Date of Arrival #1: July 13, 2009 Date of Arrival #2 *(if applicable)*

Airport of Arrival: City

Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2009 Date of Departure #2 *(if applicable)*

Airport of Departure: City

Aircraft/Flight: N506AB

Reason for Travel: Transporting executives

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to give me a call directly at *(contact number)*.

Best Regards,

*(Signature here, must be signed by someone **other** than the applicants)*

Title